



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

**11101**  
B 214  
26 SEP 2001

COMMANDING GENERAL'S POLICY LETTER 05-01

From: Commanding General, Marine Corps Base, Quantico

Subj: STORAGE OF QUARTERS OVERFLOW ITEMS

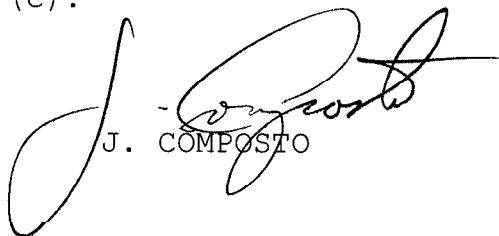
Ref: (a) Joint Federal Travel Regulation  
(b) MCO P 4600.39  
(c) MCBO P 11101.1

1. To establish and implement a local policy for the storage of household goods (HHG) identified as quarters overflow for members assigned to government or government controlled housing.
2. The living space in government quarters tends to be small and limited in accommodating member's HHGs. Therefore, items identified by reference (a) shall be approved for storage while the member is assigned to local government or government controlled housing.
3. A member is entitled to Non-Temporary Storage (NTS) of HHGs, which cannot be accommodated in assigned quarters, when directed by competent authority. NTS incident to government quarters assignment, for the convenience or morale of the member, is not authorized. No removal or partial removal of overflow items is authorized at government expense prior to receipt of Permanent Change of Station (PCS) Orders. Upon notification or receipt of PCS orders, delivery to the local area, for the convenience of the member is not authorized. Per reference (b), funding of overflow storage is the responsibility of the activity, which controls housing.
4. The Traffic Management Office (TMO) will process all requests for overflow storage. Upon receipt of the Housing Assignment Slip, members are responsible for contacting TMO to effect overflow storage.
5. Upon receipt of PCS orders, members are responsible to contact TMO to process the necessary paperwork for further transportation of overflow storage items to the new duty station, continued storage (overseas or restricted assignments) or local delivery per

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JFTR U5355, U5360, or U5365, local moves, separations, or retirements respectively. Delivery of NTS overflow items to the origin residence is not authorized at government expense.

6. This policy is effective immediately and will be included in the next revision of reference (c).

  
J. COMPOSTO

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